

April 2018

DIDD Application Process Checklist For Clinical Services

Nursing Services Applicants

✓	Step	Contact	Comments
	<p>Obtain Application Packet www.tn.gov/didd</p> <ul style="list-style-type: none"> • Provider Application for Clinical & Ancillary Services and required attachments • Substitute W-9 Form • Disclosure form <p>Complete and submit a National criminal background check. See the Instructions for Submitting a National Background Check to DIDD.</p>	(615) 532-6530	Click on Provider Info and then on How to Become a Provider
	Contact Regional Therapeutic Services Coordinator as needed	<p>West – Kim Gibson (901) 745-7662</p> <p>Middle – Chinwe Ejiofor (615) 231-5445</p> <p>East – Danny Ricker (423) 787-76757 x148</p>	<p>Call or set up a meeting as necessary to provide introduction to service provision and potential service needs (i.e. areas, services).</p> <p>If you are unable to reach the Regional Nursing Director in a reasonable timeframe, you may contact the Central Office Assistant Nursing Director, Bill Feldhaus at (615) 253-6095.</p>
	<p>Complete and return the Application Packet: via email to: DIDDProvider.Application@tn.gov</p>	(615) 532-6530	<p>Prior to the submission of the application, Department of Intellectual and Developmental Disabilities (DIDD) encourages applicants to review the requirements to ensure compliance with all information contained therein. DIDD reserves the right to deny any application which is not complete.</p> <p>You will be contacted if any information requires clarification.</p>

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			DIDD will complete application processing.
	Receive your letter from DIDD indicating either tentative approval or denial of your application.	(615) 532-6530	<p>If approved, a copy of this letter will automatically go to the Department of Health.</p> <p>A copy will also go to the DIDD Business Services division in order for an application # to be assigned to initiate your access to TennCare's Provider Registration Portal. A DIDD Provider Agreement will be generated during your registration process and finalized once the PSSL is obtained (see below).</p>
	<p>If tentatively approved by DIDD, complete the Department of Health (DOH), Professional Support Services Licensure (PSSL) application and mail with the required fee to the DOH.</p> <p>https://www.tn.gov/health</p>	LaRinda Pratt (615) 741-7300	<p>Do this <i>as soon as possible</i> to avoid significant delays.</p> <p>Access the Department of Health, Standards for Home Care Organization Providing Professional Support Services at http://publications.tnsosfiles.com/rules/1200/1200-08/1200-08-34.20161016.pdf</p>
	<p>Prepare required DOH policies and procedures including:</p> <ul style="list-style-type: none"> • DOH (PSSL) policies • Sample personnel file • Sample medical record • Required signs to be posted 		Refer to the <i>Resource Guide for the Professional Support Services License</i> for policy templates and rule references for the personnel file, medical record requirements, and signs requiring posting.
	Once you receive your letter from DOH indicating receipt of your application and fee and are prepared for your survey contact DOH as directed in the letter to schedule initial survey visit (DOH may schedule a survey up to 4-6 weeks out).	Contact per DOH letter	<i>The above information must all be in place prior to the initial DOH survey.</i>
	<p>Following your survey you will receive notice of any citations that need to be fixed prior to licensing as applicable.</p> <p>If there were no citations, you will receive a letter indicating that you can initiate service provision.</p>		
	Prepare remaining required DIDD policies		Refer to sample templates and the DIDD

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			Provider Manual, both located on the DIDD website.
	<p>Contact DIDD Contracts Division to request a Provider Agreement once you have the above approval letter of your PSS License.</p> <p>Review DIDD Provider Agreement once received, sign all copies and return as instructed with any required attachments.</p>	<p>Julia Jinnette (615) 253-6817</p>	<p>DIDD cannot complete the execution of a Provider Agreement until the PSS License is obtained.</p>
	<p>Once your portal registration has been completed and all signatures have been obtained on the Provider Agreement and your Edison account is set up, DIDD Business Services division assigns provider number and site code for billing and notifies the Regional Office who notifies provider.</p> <p>Print and review your DIDD Provider Agreement and save in your files.</p>	<p>Julia Jinnette (615) 253-6817</p>	<p>Once receive executed Provider Agreement, provider number, and site codes provider can take referrals for services. Contact the Regional Office for needed orientation.</p> <p>Agency can begin to market agency to Independent Support Coordination agencies. Contact information for these agencies can be found on the DIDD website. Click on Provider Info on the left side and scroll down to Provider Agencies.</p>
	<p>Refer to DIDD website for training requirements and to get set up in the DIDD training portal known as Relias.</p> <p>Contact the Regional Office to schedule required Regional Office Orientation.</p>	<p>https://www.tn.gov/content/dam/tn/didd/documents/divisions/training/requirements/Training-Req-for-Provider-Staff-Categories.pdf</p> <p>West – Kim Gibson (901) 745-7662</p> <p>Middle – Chinwe Ejiofor (615) 231-5445</p> <p>East – Danny Ricker (423) 787-76757x148</p>	<p>Training in Relias can be initiated once the Provider Agreement process is completed.</p>